



The Village of Biscayne Park

600 NE 114th St., Biscayne Park, FL 33161
Telephone: 305-899-8000 Facsimile: 305 891 7241

DATE: May 8, 2020

TO: Mayor and Commissioners

FROM: David Hernandez, Interim Village Manager

RE: Weekly Manager's Report

IMPORTANT NOTE: The Manager is urging all of Village residents to "STAY HOME", only go out if it is **ABSOLUTELY NECESSARY**, keep practicing social distancing, remember to wash your hands often, observe proper cleaning and disinfecting measures and **WEAR MASKS FACE COVERING** when outdoors.

VILLAGE MANAGER:

- Village Mayor attended teleconference meeting with other municipalities' Mayors to discuss ongoing COVID-19 issues.
- The Manager implemented the opening of the Building Department on May 4th. The inspections and building services restarted as well as Code Enforcement. All services are fulling operational.
- The Village continues to provide essential services as trash and bulk trash pickup, public works and police.
- The Manager is working on FEMA Hurricane Irma appeal.
- The Manager has been working diligently with the Police Chief, Emergency Incident Commander during this COVID-19 pandemic.
- The Manager has been in contact with various agencies in reference to the COVID-19 and continues to monitor with our Police Department and other outside agencies.
- The Manager is working on CITT Audit in conjunction with the Director of CITT Mr. Betancourt.
- The Manager attended Zoom Commission meeting on May 5, 2020.
- The Manager continues to hold numerous telephone conference meetings with the Florida Department of Emergency Management and the Miami



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Dade County Emergency Management as to manage the COVID19 pandemic within our Village.

- Received 60% of plans from FDOT Consultant regarding NE 6th Avenue improvements.
- The Manager is constantly briefing Commissioners in providing information over the phone and via e-mail to elected officials on the COVID-19 virus pandemic.
- Manager met with Public Works staff to assign the task as directed.

VILLAGE CLERK:

- Village Clerk worked finishing up the agenda for the Regular Virtual Commission Meeting, on Tuesday, May 05, 2020 .
- Attended the meeting on Zoom and finalized the recordings with Cesar Hernandez.
- Village Clerk worked collecting signatures on resolutions and agreement approved at the May 5, 2020 Commission meeting.
- Village Clerk worked on payroll and human resources issues.
- Worked with Finance on next payroll period.
- Continue working with the Interim Village Manager, David Hernandez and Emergency Incident Commander / Chief of Police, Luis Cabrera on all communications going out to the residents of the Village of Biscayne Park.
- Continue working with EBS administrators with the VOBP renewal employees' benefit plan.
- Village Clerk communicated with Code Compliance and Planning & Zoning board members new and current as well as staff to acknowledge their appointments and prepare to hold meetings in any possible manner, according to the social distancing "new normal".
- Prepared and processed bills to be paid.
- Continuously answering emails and phone calls to the Village Clerk's office.
- Continuously updating Village's website and sending e-mail blasts for



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residents of Village of Biscayne Park.

FINANCE:

- Working with auditors on preliminary requests for information for the 2019 audit.
- Payroll and regular bills.

CODE ENFORCEMENT:

Following COVID-19 & Safer at Home constraints, the Code Department was restricted in performance. Since our return to a “normal schedule” our department has begun to resume pro-active and re-active violations in the field. Work without permits are at the top of the list, along with, garbage and trash piles. We will remain following safe distancing recommendations, and will work according to the CDC guidelines to ensure your safety as well as ours.

Key Updates:

- Church property on Griffing Road adhered to our orders by removing the construction of a border and lights without a permit.
- Excessive cats have returned to the area of 11th Place. Following a complaint, we confirmed the violation and initiated a case to address the issue.
- Following the Code Boards’ resignation mid-year 2019, members have been reappointed. As such, our department will proceed to re-cite cases remaining in violation. Forthcoming meetings will be announced.
- Construction Fences: There is no provision in the Village’s Ordinances requiring construction fences of any kind. We have addressed placing fences around a construction site via courtesy requests to the contractor, however, we cannot “enforce” this issue. * A draft of a driveway ordinance (which also addresses construction & landscaping items) has been presented at workshops comprised of commissioners, staff, and residents. The ordinance revisions remain outstanding and until enacted into our code we cannot enforce construction fences.
- Code continues to perform lien searches by flagging pending violations, work without permits, and outstanding fines/liens. This is a detailed and rushed process as we work with facilitating a home sale where deadlines play a role.
- Re-Occupancy Certificates are coordinated efforts with the Building Official and Code to ensure Village requirements are met prior to closing.



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- Solid waste issues will continue to be addressed in conjunction with Public Works. You will occasionally notice a pile(s) that remain on the swale. Most scenarios have been addressed by Public Works (i.e.: oversized or missed pile) and a delay period occurs while public works communicates with Waste Pro. With respect to early placement, the code department addresses those violations accordingly.

Enforcement procedural totals:

Closed cases:	5
New Cases opened:	11

New violation cases:

Animals/Open Feeding:	1
Junk/Abandoned Materials:	1
Landlord/Tenant:	1
Life Safety:	2
Objects on Swale:	1
Permit Required (Double Fee):	3
R/V/Trailers:	1
Signs/Real Estate Signs:	1

BUILDING DEPARTMENT:

- As the Building Department did a soft reopen on may 4th , the building department has been conducting regular inspections as per standard operation protocol.
- Since the department reopened we issued two septic/drain field permits which one was an emergency job.
- Within the flood division we are waiting for the CRS Region Coordinator to let us know the status of the CRS submittal package.

POLICE DEPARTMENT:

Police Department's Statistics for the Period

Total Cases: 35

Total Cases by Category



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Alarms:	2
Assists other Police Agencies:	6
Sick/Injured/Person:	2
Suspicious Person/Vehicle:	3
Information/Non-Criminal Investigations:	15
Repossession:	1
Residential Burglary:	0
Vehicle Burglary:	0
Domestic Dispute / Battery / Arrest:	2
Hit and Run:	0
Traffic Crash:	0
Grand Theft:	2
Stolen Vehicle:	0
Petit Theft:	0
Missing Person:	0
Criminal Mischief: Vehicle	1
Narcotics Arrest:	0
Fraud:	0
Identity Theft:	0
Traffic Arrest:	1
Traffic Citation Issued	7
Traffic Warning	2

Significant Activities:

- Biscayne Park Police Department is proud to announce to the village residents that our department was selected for a Traffic Safety Award by the Florida Enforcement Liaison and Florida Department of Transportation.
- The Uniform Crime Report (UCR) indicated the Village of Biscayne Park lowered its crime rate.
- The Chief created a newsletter called "The Beat" to provide information to all residence and to keep them up to date on police matters.
- The Police Chief is urging all residents to be vigilant in the prevention of scams, unattended deliveries, and not locking vehicles. Now that we are still at the "Safer-at-Home" mandate it is imperative that you secure your personal property to avoid being victimize.
- Police responded to a call an apparent natural death of a resident.



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- Officers are actively patrolling and monitoring Griffing Boulevard and Northeast 6th Avenue for traffic concerns.
- The police department made one traffic arrest and also an arrest warrant.
- A stolen gun report was generated at AirBnB.
- Two vehicles vandalized. Nothing stolen from vehicles.
- Phone contact with Senior Residents.
- The police department is monitoring and enforcing the pedestrian curfew (10 pm to 5 am).
- Police Department continues to monitor the Coronavirus via Miami - Dade County Mayors Office, in conjunction with Miami - Dade Health Department and the Miami-Dade E.O.C. We are in constant communication with local, State and Federal Partners.
- Directed patrol initiative to proactively prevent vehicle crimes throughout our village.
- The department continues to update and distribute new informational releases via email, next door and mailers to residents.
- The Emergency Incident Commander Chief Luis Cabrera continues to coordinate with Local, County and State for COVID-19 equipment, resources and informational updates.
- Next Thursday, May 13, 2020 at 3:00 p.m. we will be hosting a Crime Watch Meeting will be held via Zoom.
- The Emergency Incident Commander provides daily briefing to the Interim Village manager.
- You Tube Video social media, e-blast and posting information on next door to heighten public information on COVID -19.
- Officers continue to monitor the Ed Burke Recreational Center and Park every (30) minutes and continue to enforce the park closure.



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- A few residents with their family members were observed having a picnic in the park. Officers advised the individuals the park was still closed. Officers are actively advising that the park has not reopened.
- Acquiring additional PPE equipment for law enforcement personnel.
- The police department coordinated with residents who volunteered to make mask for the elderly and special needs residents.
- Advised all police personnel to monitor NE 113 ST & 8th AVE and the U-Turn by the Log Cabin for speeders.
- Acquired mini hand sanitizers and are waiting for the shipment of mask for the elderly, special needs and any other residents that may request items.
- Increased traffic monitoring in all areas of concern to curtail individuals from committing traffic violations.
- Police continues to educate the public reference COVID-19 curfew, social distancing and CDC procedures.
- Police Officers are advising visitors and residents to go home on the curfew restrictions.
- Peace Officers Memorial Day and Police Week is an observance in the United States that pays tribute to the local, state, and federal peace officers who have died, or who have been disabled, in the line of duty. It is celebrated May 15th of each year and The Biscayne Park Police Department will be honoring the fallen officers at 11 am at the Ed Burke Recreational Center at the flag post. (Just outside Recreational Center Building). A procession will occur after the ceremony throughout Village

PARKS & RECREATION:

- Manager coordinated book donation to local church.
- Manager began equipment disinfectant.
- Manager and staff monitored Recreation Center and Park closing.



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- Staff continued internal projects focused on cleaning and organizing the recreation center.
- Weekly grounds and building maintenance.

PUBLIC WORKS:

- Daily and weekly median maintenance.
- Mowed the Rec Center and ball field, Village hall and church lot, Griffing park and NE 6th avenue, all the medians, Village lots and alleyways throughout the Village.
- Watered landscaping throughout the Village.
- Sprayed weeds on NE 6th avenue, landscaping adjacent Village hall, landscaping around Village hall, and the pavers in front of the Rec Center and Public Works.
- Note (5/6/20) Supervisor John Jenkins made a list of all (trash piles) throughout the Village of Biscayne Park.
- Cesar Hernandez worked with the Village Clerk and Village Manager to set up Zoom meeting for Commission on May 5, 2020 and attended the meeting as well making sure any technical issue that arises be solved immediately.
- Cesar Hernandez continues working to provide all Village facilities with necessary supplies.
- Cesar Hernandez continues to transport files and documentation from storage to building and administration to work with residents requests.

Wishing everyone a great weekend!